



CITY OF MILPITAS
invites applications for the position of:

Police Evidence Technician

SALARY: \$39.53 - \$48.05 Hourly
\$3,162.29 - \$3,843.79 Biweekly
\$6,851.63 - \$8,328.21 Monthly
\$82,219.54 - \$99,938.54 Annually

DEPARTMENT: Police

DIVISION: Police Training & Personnel

OPENING DATE: 07/01/20

CLOSING DATE: 07/24/20 11:59 PM

DEFINITION:

The Police Evidence Technician performs technical support duties to provide effective storage, maintenance, and control of police department evidence and property.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Receives, sorts, records, stores, secures, releases, and disposes of all evidence and property in accordance with established procedures and laws.
- Updates policies and procedures relating to evidence and property.
- Maintains all evidence storage areas at police building and any remote site(s).
- Prepares evidence and property for auction and coordinates pick-up.
- Processes auction payments and required advertisements.
- Photographs evidence.
- Assists with cataloging evidence and property at Search Warrant scenes when called upon.
- Processes court orders for return, destruction, or disposition of evidence and property.
- Processes official requests from officers, District Attorney's Office, private attorneys, and insurance companies for copies of evidence and other items in a timely manner and in accordance with established procedures and laws.
- Works with the City Attorney in a timely manner on the disposal of certain types of evidence and property, including confiscated firearms and weapons.
- Transports evidence to and from crime lab, coroner's office, and other locations.
- Testifies in court as required.
- Coordinates requests for narcotics analysis; transports narcotics to crime lab.
- Decontaminates biohazard areas, such as blood-dry cabinets.
- Arranges for disposal of hazardous materials.
- Prepares weapons and narcotics for disposal and coordinates destruction.
- Transports weapons and narcotics for disposal with sworn officer.
- Drive to various locations, inside and out of Milpitas.
- Provides regular updates to officers in proper evidence handling and packaging procedures.
- Conforms to Occupational Safety and Health Administration (OSHA) regulations.
- Compiles relevant statistics.
- Maintains proficiency with current firearms and weapons laws.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS:

Knowledge of:

- Modern office procedures and practices.
- Word processing programs, spreadsheets, and e-mail.
- Appropriate telephone etiquette and customer service skills.
- Basic organization and functions of a municipal law enforcement agency.
- Basic firearm safety and handling.
- Techniques for resolving conflict and effectively working with wide segments of the public, often under stressful and adverse conditions.

Ability to:

- Communicate clearly and accurately, using excellent interpersonal skills.
- Apply accuracy, security, and attention to detail in handling, storing, and tracking of evidence and property.
- Safely handle controlled substances, firearms, and contaminated items.
- Converse effectively over the telephone, in person, and over a two-way radio.
- Learn laws applicable to duties and responsibilities.
- Interpret and apply State laws and regulations of the City and Police Department.
- Prepare accurate and grammatically correct written reports.
- Take the initiative necessary to maintain efficient operations.
- Coordinate, organize, and prioritize workload to meet deadlines.
- Exercise sound judgment, initiative, and creativity.
- Maintain an efficient record keeping system.
- Operate camera equipment and audio/video duplicating equipment.
- Understand and carry out verbal directions and written instructions.
- Work cooperatively and deal tactfully with others, including co-workers, officers, outside agencies, and the public.
- Learn specific public safety computer software applications.
- Utilize and operate the department, state, and federal computer systems.
- Stay informed on new developments in the field of evidence and property control.
- Be available as required and travel out of town to attend meetings, trainings, and seminars during work and non-work hours.

EXPERIENCE AND EDUCATION

?Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- One year of increasingly responsible experience in general clerical work, and one year of evidence and property control or related support function in a law enforcement agency.
- Similar experience in the private sector will be considered.

Education:

- Equivalent to the completion of the twelfth grade. Coursework or in-service training in accounting or inventory control is highly desirable.

License or Certificate:

- Possession of a valid California Driver License and a satisfactory driving record.

SUPPLEMENTAL INFORMATION:

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Technical Services Captain or other designated supervisor.
- Coordinates with other employees and vendors as necessary to transport, deliver, or dispose of evidence and property.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

- Work is frequently performed in a highly structured, enclosed, and secured environment.

- Position requires sitting, standing, walking on level, uneven, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties.
- The position also requires both near and far vision when operating assigned equipment and using a computer screen.
- Acute hearing is required in the office as well as other remote locations.
- The ability to lift, carry, and push, with or without assistance, equipment, property, and evidence that may consist of large or variously shaped objects and weigh up to 50 pounds is also required.
- The incumbent may be exposed to toxic substances and hazardous materials, such as narcotics and/or weapons, as well as biohazards, such as blood and/or chemicals.
- This position will also drive motorized vehicles.
- Some of these requirements may be accommodated for otherwise qualified individuals, requiring and requesting such accommodations.
- Must be willing to work in a warehouse environment and wear a uniform.

In compliance with the Americans with Disabilities Act, the City of Milpitas will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The City of Milpitas is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.milpitas.ca.gov>

Position #2020-0023
POLICE EVIDENCE TECHNICIAN
JB

455 E. Calaveras Blvd.
Milpitas, CA 95035
408-586-3090

calopps@ci.milpitas.ca.gov

Police Evidence Technician Supplemental Questionnaire

- * 1. Do you have one year of increasingly responsible experience in general clerical work, and one year of evidence and property control or related support function in a law enforcement agency?
☐ Yes ☐ No
- * 2. Do you possess the equivalent to the completion of the twelfth grade?
☐ Yes ☐ No
- * 3. Are you in possession of a valid California Driver License and a satisfactory driving record?
☐ Yes ☐ No
- * Required Question